



**CORNERSTONE**  
**CHRISTIAN ACADEMY**  
*for Learning & Leadership*

**CORNERSTONE EARLY CHILDHOOD EDUCATION**  
**2019-20 PARENT/STUDENT HANDBOOK**

## Statement of Faith

*Please read our Statement of Faith carefully. It defines who we are and what we believe. Our mission is to partner with parents to teach the truth and love of God's Word and to inspire students to pursue excellence spiritually, academically, and physically while equipping them for spending a lifetime of service to Jesus Christ. Our Statement of Faith is meant to be inclusive and not exclusive. We welcome you as we travel down the road together.*

1. **The Scriptures:** We believe that the Old and New Testaments are inspired revelations from God to man, and that the original documents are inerrant in fact and infallible in truth. The Bible thus constitutes the Word of God and are the believer's only rule for faith and living. (*Isaiah 40:8; John 17:17; II Tim. 3:16*)
2. **The Godhead:** We believe in the one living and true God, who is one in essence, but eternally existent in the three persons of the Father, Son, and Holy Spirit, each having the same nature and attributes. God is the creator of all things, and the source of all truth. He is separate from the world and universe, yet everywhere present as the sovereign ruler and sustainer of all things. (*Gen. 1:1, 1:26-27; Is. 43:10, 13; Ex. 3:13, 14; Matt. 28:19; Col. 1:17*)
3. **The Creation and Fall of Man:** We believe man was created in the image of God for the divine purpose of glorifying Him. Through Adam's original sin, man fell from his original state of innocence and became corrupt in nature. As a consequence, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ (*Gen. 3:1-24; John 3:16-18; Rom. 3:23, 4:12-21, 6:23*)
4. **The Person and Work of Christ:** We believe that Jesus Christ, the second Person of the Trinity, was the pre-existent, eternal son of God; that He was conceived by the Holy Spirit and born of the virgin Mary; that He was fully God and man, yet without sin; that His death on the cross fully satisfied God's divine justice and accomplished our redemption; that His bodily resurrection from the dead confirmed His deity and atoning work, and fully guaranteed the redemption of all who believe; that He is now seated at the right hand of God in heaven, whereas High Priest, He serves as Intercessor and Advocate for all believers; that He is the only Mediator between God and man, the Head of His body (the church), and coming universal King. (*Matt. 1:18; John 1:1-3, 14; Acts 4:12; Rom. 1:4; II Cor. 5:21; Eph. 1:1-14, 22; Col. 1:15, 2:9; II Tim. 2:5; Heb. 4:14, 10:18; Rev. 12:5*)
5. **The Holy Spirit:** We believe that the Holy Spirit, the third Person of the Trinity, began His work in this present age at Pentecost, when He came as promised by Christ. In relation to unbelievers, He convicts of sin, righteousness, and judgment; in relation to believers He regenerates, baptizes into the body of Christ, indwells, sanctifies, instructs, bestows gifts and empowers for service, and preserves to the day of redemption. (*Matt. 28:19; John 14:26, 16:7-15; Acts 1:5, 1:8, 2:1-40; Rom. 8:9; I Cor. 12:4-14; Eph. 1:13, 14*)
6. **Salvation:** We believe that salvation is a gift of God's grace, and is received by personal faith in the Lord Jesus Christ, totally apart from human merit or works. This salvation is evidenced by Christ-like character, righteous living, and good works, as the believer submits to the indwelling Holy Spirit, in obedience to the Word of God. (*Gal. 5:22-23; Eph. 2:8-9; I Tim. 1:5; II Tim. 1:9, James 1:21-27*)

7. **The Church:** We believe that the church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the Church is to make disciples of all people and nations, and to bring them to maturity in Christ. (*Matt. 28:18-20; I Cor. 12:13; Eph. 2:11-22, 4:11-16; Col. 1:28; Heb. 10:23-25*)
8. **Satan:** We believe that Satan exists today as the enemy of God and the accuser of God's people. He persistently seeks to counterfeit the works and truth of God. (*Is. 14:12-14; Eze. 28:12-17; Acts 26:18; Eph. 6:10-13; Rev. 12:1-17, 19:17-21*)
9. **Future Things:** We believe in the personal return of the Lord Jesus Christ. We believe in the bodily resurrection of all the dead; the saved to eternal life, dwelling forever with Christ; the unsaved to everlasting judgment and condemnation. (*Matt. 24:28-30; Acts 1:11; Rev. 21:1-6*)
10. **Marriage/Sexuality:** We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin (*Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18:22-23, 20:13, 15-16; Matt. 19:4-6, 9; Rom. 1:18-31; I Cor. 6:9-10, 15-20; I Tim. 1:8-11; Jude 7*). We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (*Gen. 1:27; Deut. 22:5*)
11. **Final Authority for Matters of Belief and Conduct:** The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Cornerstone Christian Academy for Learning & Leadership's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the school's final interpretive authority on the Bible's meaning and application.

### **Cornerstone's Vision**

The vision of Cornerstone Christian Academy is to transform our community and world through educational excellence and innovation, serving as ambassadors for Jesus Christ, reconciling all to God.

### **Cornerstone's Mission**

Cornerstone Christian Academy's mission is to partner with parents to teach the truth and love of God's Word and to inspire students to pursue excellence spiritually, personally, academically, relationally, and physically, while equipping them for spending a lifetime of service to Jesus Christ.

### **Licensing**

Cornerstone Christian Early Childhood Education (ECE) is licensed by the State of Washington Department of Children, Youth and Families (DCYF). A Licensing Agent from DCYF routinely visits our center unannounced to ensure a high-quality, legal operation with the best possible care. DCYF requires our center to be re-licensed every three years. In the re-licensing process, our center undergoes inspections of all areas used by children. A copy of our business license and re-licensing inspection are located in the Early Education office.

### **Curriculum Policy**

The Director, Lead Teachers, and Curriculum Support Team actively develop age-appropriate curriculum that is specialized for each age group. Our emergent curriculum is designed to meet the needs and curiosities of different learning styles and stages. Every month each age group has learning objectives in science, math, art, large and fine motor skills, as well as language and literacy. Our curriculum is based around weekly themes and the Bible is incorporated to promote Biblical integration in all areas.

We believe all children are natural learners, so we create an environment where children can ask questions and gain answers. Classroom environments are specifically designed for specific age groups of children to explore and learn. Learning centers are set up in each classroom to provide opportunities for hands-on reinforcement of concepts and skills learned throughout the day. Child-led learning is encouraged.

Each week, our three through five-year-old children join the students from the elementary school for Chapel. During this time, students participate in praise and worship and listen to guest speakers. Chapel also provides a time of fellowship with other classes and ages.

### **Consistent Care Policy**

It is our desire to assign a group of teachers and assistants to work with a consistent group of children throughout the day. Our goal is to build long-term, trusting relationships with each child and family.

### **Parent and Classroom Involvement**

Cornerstone Christian ECE program works closely and collaboratively to promote parent involvement in all aspects of the education of children. The ECE program has an open-door policy that promotes parent participation in the classroom and in all ECE activities. There are many ways for parents to become involved in our ECE program.

Parents are encouraged to participate in classroom activities, field trips, and special events. Each classroom teacher will coordinate activities and times parents may assist in the classroom.

We require that all visitors, including parents working in the classroom, stop at the ECE Office to sign in and receive a visitor's badge. It is critical that we know who is on our campus at all times in the event of an emergency.

## **Communication with Parents**

Parents are encouraged to have daily contact with their child's teacher. If your child's teacher is not available during drop off or pick up, we encourage parents and teachers to communicate via email. Teachers are available to conference with parents during a predetermined time and day. If you would like a conference with your child's teacher, please call the ECE office and we would be happy to schedule a time to meet.

The ECE office has an open-door policy so please feel free to stop by at any time. If you would like to speak with our Early Education Director or Assistant Director, they are available by phone, email, or in person. For billing inquiries, please contact Karina Litvinov in our accounting department.

- Wendy Sparks, [wsparks@ccak12.net](mailto:wsparks@ccak12.net)
- Caitlin Smith, [caitlin.smith@ccak12.net](mailto:caitlin.smith@ccak12.net)
- Karina Litvinov, [karina.litvinov@ccak12.net](mailto:karina.litvinov@ccak12.net)

Additionally, Cornerstone Christian ECE emails monthly menus and newsletters to all parents who provide an email address. Parents can expect to receive written daily reports, which detail their child's day, for children ages four weeks to thirty-six months old. Our preschool teachers use the Classroom Dojo App to communicate classroom events. The Classroom Dojo app is available for smart phones and tablets.

At the beginning of each month, your child's teacher will email their classroom newsletter and lesson plans that outline learning goals for the month. Communications from the ECE office are also posted online at [www.ccak12.net](http://www.ccak12.net). Additionally, if you have a smart phone you can download the Cornerstone app.

## **Cornerstone Christian Early Childhood Education's Hours of Operation**

Cornerstone Christian ECE is open from **6:30 AM to 6:00 PM Monday through Friday**, unless otherwise posted. ***Our infant room opens at 7:00 AM daily.*** It is our goal to remain open and available to parents needing childcare as much as possible.

## **Early Education Programs**

### **Full Day Preschool**

Full day Preschool for children ages three through five is offered Monday through Friday with two to five-day availability. Full-time students can be in our care for up to ten hours per day. Students attending the full day program have naptime between the hours of 12:30 – 2:30 PM. We realize that some children no longer require a nap and for this reason we have created a separate area where children rest for thirty minutes and then have the opportunity to play quietly with other non-napping children. Children attending the non-napping room need to be at least four years of age.

Snacks and a meal are provided for all full day students. A nutritious morning snack is generally served from 8:30 – 8:50 AM, lunch 11:20 AM – 12:00 PM, and afternoon snack around 3:00 PM. All meals are included in the tuition rate.

### **Half Day Preschool**

Half day Preschool for children ages one to five is offered Monday through Friday with two to five-day availability. **Half day Preschool hours are 8:30 – 11:15 AM.** Children arriving by 8:30 AM will be offered a morning snack, which is included in the tuition rate.

### **Full Day Toddler Preschool Program**

We offer full day toddler preschool for ages 12 through 36 months. Nap time for all full-time children is from 12:30 – 2:30 PM. A mid-morning snack, lunch and PM snack are provided; please see the individual classroom schedules for mealtimes. We will provide sippy-cups in the one-year old room for children not yet ready for regular cups. Bottles and pacifiers are used only in our infant room unless a licensed physician prescribes differently. Parents will provide disposable or cloth diapers and the center will provide diaper wipes.

Approximate times for diaper changes are as follows: 9:30 AM, 11:30 AM, 2:30 PM and 4:30 PM, or as needed. Children will be changed every two hours after arriving.

Students enrolled in the full day program are expected *to be in their classrooms by 10:00 AM* at the latest. This allows children time to transition before eating lunch and going down for a nap.

### **Classroom Schedules**

Every classroom, except the infant room, has its own schedule according to the need of the children's classroom age group. The following schedule is an example of a typical day for a full-time student in a preschool classroom.

- 6:30 am – 8:30 am Arrival Activities/Free Play
- 8:30 am – 9:00 am Mid-morning snack/Clean-up
- 9:00 am – 9:20 am Circle Time Activities
- 9:20 am – 9:30 am Bathroom
- 9:30 am – 10:45 am Learning Center Activities
- 10:45 am - 11:00 am Music and Movement
- 11:00 am - 11:25 am Outside Play
- 11:25 am – 11:35 am Bathroom/Wash
- 11:40 am – 12:10 pm Lunch
- 12:00 pm – 12:20 pm Make Beds/Books/Story Time
- 12:20 pm – 12:30 pm Bathroom
- 12:30 pm - 2:30 pm Nap/Rest Time
- 2:45 pm – 3:15 pm Bathroom/Wash/Snack
- 3:15 pm – 4:00 pm Afternoon Free Play/Open Centers
- 4:00 pm – 5:30 pm Outside Play/Bathroom/Wash
- 5:30 pm – 6:00 pm Open Centers

### **Infant Program**

Our infant program is open to babies four weeks old to twelve months of age. The infant room hours are from **7:00 AM to 6:00 PM**, Monday through Friday. Our schedule for this room can be defined as “on demand”. We believe we are an extension of your parenting; therefore, we try our best to adhere to the schedule put forth by the parent.

Parents need to supply all formula and beginning foods. We will supply your child with food from our Infant/Toddler Menu when their pediatrician clears them for table food. Parents may choose to provide their child with food from home as long as it complies with requirements contained in the most current edition of the USDA Child and Adult Care Food Program.

All bottles, pacifiers, and diapers must also be provided by the parent, pacifiers must have a storage container. Parents who provide cloth diapers for their child must also supply a disposal container that seals shut. Fresh clean bottles will need to be brought in each day your child attends. We are

not equipped to wash and sanitize bottles in the infant room; therefore, all bottles, used and clean, will be sent home every day to be washed. Glass bottles may be used when the parent provides a bottle sleeve that protects the glass from breaking. Plastic bottles must have either a 1, 2, 3, or 4 stamped onto the bottle to ensure they do not contain the chemical BPA.

As a licensed program we are required to have an Infant Nurse Consultant who visits the infant room monthly. It is the consultant's responsibility to observe and assess the classroom space, the teachers, and infants. The consultant is also responsible for notifying DCYF of each visit's findings, if any.

Parents will need to provide infants with sleep sacks rather than blankets for sleeping. Sleep sacks are used to reduce the risk of SIDS. We will provide a special tight-fit crib sheet that is mandated by licensing to reduce the risk of SIDS. Our center has an Infant Safe Sleep Policy that will be made available to new families upon request at the time of enrollment.

Amber bead necklaces are prohibited by DCYF.

### **Breast Milk**

We are happy to support your decision to breast feed your infant! Our infant room is equipped with a freezer set to 0 degrees Fahrenheit to safely store breast milk. We can store labeled breast milk for *up to thirty days*. After thirty days the stored breast milk will be returned to the parent.

### **Emergency Food Supply**

Parents/guardians are responsible for providing Cornerstone a three-day emergency supply of infant formula. If an infant is eating solid food then parents must supply non-refrigerated, shelf-stable soft foods. These items will remain at school in a bin labeled emergency food supply. These supplies will be returned to the parent once a child moves to an older classroom or the child leaves Cornerstone.

### **Diaper and Potty-Trained Policies**

Diaper changing procedures according to our Health Policy:

1. Teachers wash their hands with soap and water, then gather supplies needed.
2. Put on disposable gloves.
3. Place child gently on the changing table and remove the diaper.
4. Dispose of diaper without leaving child unattended.
5. Clean the child's diaper area from front to back, using a clean, damp wipe for each stroke.
6. Remove the disposable gloves and wash hands. Please note: A wet wipe or damp paper towel may be used for this hand washing only.
7. If parent/guardian has completed a medication authorization for diaper cream/ointment/lotion, before disposing the gloves, can apply to specified area. Remove gloves.
8. Diaper and dress child.
9. Wash child's hands with soap and running water (for infants a wet wipe may be used).
10. Clean diaper changing pad with soapy water, rinse with water, and then disinfect the diapering area with a bleach solution. Allow the bleach solution to air dry or to remain on the surface for at least two minutes before drying with a paper towel.
11. Wash hands with soap and running water.

### **What does it mean to be Potty-Trained?**

A student who is potty-trained comes to school in regular underwear and goes to the bathroom *without assistance* to urinate or have a bowel movement. Without assistance means that the student can wipe themselves clean. If a student is not able to clean themselves proficiently, the teachers will instruct them how to roll up the toilet paper and wipe their bottoms until the toilet paper is no longer soiled. Teachers are happy to help with buttons, buckles, snaps, and such. We do recommend that students who are being potty-trained come in clothes that are easy for the child to pull up and down.

If your child becomes potty-trained after billing has taken place during the current month, your child's potty-trained rate will take effect the following billing month. We do not make mid-month changes to billing so please communicate with your child's teacher to determine if your child is considered potty-trained.

### **Potty-Training Procedures**

A teacher will discuss potty-training with a parent when a child shows signs of readiness. Teachers will work with parents to provide consistent encouragement throughout the potty-training process. We will encourage a child to use the potty by:

1. Offering positive reinforcements with non-food items
2. Being culturally sensitive and using developmentally appropriate methods
3. Maintaining a potty-training routine

### **Extended Care Program**

Our Extended Care program offers before and after school care to children Kindergarten through age 12, Monday through Friday from 6:30 AM – 6:00 PM. To use the Extended Care program, *you must first* complete and return enrollment paperwork and the \$125 enrollment fee to the Early Education office. This permits your child to attend before and after school care each day there is school as well as during elementary school holiday closures when ECE is open.

Upon dropping off and picking up your child, you will need to sign them in and out with your full legal signature on the Extended Care Sign In/Out sheet. Only adults that the parent/guardian has authorized on the enrollment paperwork can pick up your child.

A student remaining on campus after the elementary school carpool concludes at 3:10 PM will be escorted by a teacher to the after school program. Middle school students who are not picked up by 3:25 PM will also join the extended care program.

The use of this care for enrolled students is \$7.50 per hour, per child, with a minimum charge of one hour per sign in. After the first hour, fees will be accrued in 15-minute increments per child. Parents who arrive after 6:00 PM to pick up their child from Cornerstone and after 3:00 PM on days we close at 3:00 PM, will be charged \$1.00 per minute per child for every minute they are late.

Children who are *not* enrolled in the extended care program will be billed at the hourly rate of \$10.00 per hour, per child until a *completed* enrollment packet has been received in the ECE office. After the second extended care use the enrollment fee will automatically be charged to your FACTS account.



## **Extended Care - Summer and Holiday Breaks**

We offer care to school-age students during most holiday breaks when the elementary school is not in session. Children who are enrolled in our extended care program are welcome to participate at the same hourly rate as before and after school care.

To reserve specific days in extended care for your child, you can either email or call the ECE office. You may also reserve a spot for your child by using the sheet attached to the before and after care sign-in clipboard that will be made available a week prior to the school break. A \$10.00 “no show” fee will be added to your FACTS billing if your child does not attend on their reserved day. Your child will need to bring a sack lunch from home as school lunches will not be available on days the elementary school is not in session.

Cornerstone offers a summer program for children who will be joining the first grade the following September through twelve years of age. To enroll in our summer program, we must have a completed Summer Enrollment Packet plus the enrollment fee.

## **Daily Sign-In and Out Procedures**

Parents or authorized persons must sign their child in with their full legal signature every day the child is in attendance. The child’s individual sign in/out sheet is located in the classroom’s binder. **The State of Washington requires us to maintain daily sign-in sheets that must be filled out completely with the times of arrival and departure as well as a full legal signature.** The child must also be checked in everyday on the iPad located in the child’s classroom. Parents will choose two passwords to input into the computer to complete the check in and out process.

Only persons noted on the enrollment form or persons with written authorization from the legal parent/guardian are considered authorized individuals to pick up a child from the Early Education program. Authorized persons picking up a child will need to have photo identification. The parent or authorized person is responsible for escorting their child to the proper classroom to complete the check-in process. Children are not permitted to walk themselves to their classroom.

Children ***will not be released*** to anyone appearing to be under the influence of drugs or alcohol. Should a parent under the influence insist on picking up their child, a staff person will call 911 to ensure the child’s safety.

When picking a child up from ECE, the parent or authorized person must first go to their child’s classroom to check the child out on the iPad. If the child is not in the classroom, proceed to the playground and receive the child from the teacher on duty. Classroom binders will be available outside to sign out the child.

## **Enrollment and Admission**

To enroll your child in the Cornerstone Christian Early Education program you will need to complete and return the following paperwork two days prior to your child’s start date:

1. Application for Enrollment
2. Emergency Medical Care Authorization
3. Tuition Payment Agreement
4. Statement of Faith
5. Parent Contract
6. Certificate of Immunization Status or Certificate of Exemption

Note: All tuition charges will be billed through FACTS Tuition Management

Due upon enrollment:

1. Enrollment Fee (per child) \$310
2. School-Age Extended Care Enrollment Fee (per child) \$125

Fees will be prorated every month for enrollments beginning January.

***Enrollment fees are non-refundable.***

**Rates**

Student's Age	Preschool Hours Only 8:30 – 11:15 AM				Preschool Full Day – 10 hr. max			
	2 days	3 days	4 days	5 days	2 days	3 days	4 days	5 days
4 weeks – 11 months					\$625	\$874	\$1134	\$1331
12 – 30 months (not potty-trained)	\$273	\$396	\$526	\$671	\$579	\$837	\$1029	\$1178
30-60+ months (potty-trained)	\$224	\$321	\$447	\$542	\$499	\$706	\$891	\$1006
School Age ( K - 12 year old)	\$7.50 per hour				\$53.00 per day (full days)			

**Financial Policies**

Tuition is billed monthly and in advance of services, except hourly extended care use and extra hours/days, which are billed after the month of services.

Our tuition is solely managed by FACTS Tuition Management and families should expect to receive enrollment information via email upon the billing of their first monthly invoice.

All families, regardless of payment type, are responsible for enrolling in FACTS Tuition Management.

**Closures**

We will observe all major Federal Holidays:

- |                  |                  |               |
|------------------|------------------|---------------|
| New Year's Day   | Labor Day        | Veteran's Day |
| Memorial Day     | Thanksgiving Day |               |
| Independence Day | Christmas Day    |               |

We will also be closed the Friday after Thanksgiving as well as the day before and/or after Christmas, New Year's Eve and New Year's Day.

ECE closes in late August for one week for staff training and classroom resets. Please see the current school year calendar for specific dates. August tuition remains the same regardless of our closure week. Additional school closures may be deemed necessary due to inclement weather.

*All closures have been factored into the monthly tuition rates; no other discounts will be given.*

Tuition payments are assessed based on operational costs for classroom space reserved for your child; therefore, there are no billing adjustments for absences such as illness, weather, or personal plans.

**Multiple Child Discount**

For children attending ECE a multiple child discount will be applied based on weekly attendance to the oldest child. Tuition discounts will be applied according to the following schedule:

- 3% discount given for 3 full days/week
- 6% discount given for 4 full days/week
- 10% discount given for 5 full days/week

For families with children enrolled full-time (5 days per week) in ECE *and* elementary or middle school, a one-time multiple child discount of \$150 will be applied to the tuition of the youngest child *after* six months of continuous ECE attendance and paid tuition. A discount of 10% will be given to multiple children from one family attending extended care.

There are no discounts available for students who attend half-days or two days/week.

### **Late Pick-up Fees**

Cornerstone Christian ECE closes promptly at 6:00 PM. An after-hour fee of \$1.00 per minute per child will be assessed for each minute after 6:00 PM that your child is still in our care. Preschool only parents arriving later than the 11:15 AM pick-up time will be given a ten minute grace period before the late charge of \$1.00 per minute applies. This grace period is meant to be used on the rare occasion that you are late due to circumstances beyond your control. All late charges will be applied to the next monthly billing statement.

### **Non-sufficient Funds (NSF) and Past Due Charges**

A \$30.00 NSF charge will be assessed on all payments that are returned for non-sufficient funds. This charge will be applied to the next monthly billing statement. A \$25.00 late fee will be assessed for late payments and your child *will not* be permitted to attend if your account becomes **45** days or more past due.

### **Termination of Services Policy**

Cornerstone Christian Academy reserves the right to terminate services when a child's parent or guardian is unable to meet the school's expectations and requirements. This includes, but is not limited to:

- A forty-five day or more past due balance
- Parent, guardian or family member's appropriate or unsafe behavior in or near the early learning program space
- Inability to adhere to the policies and procedures outlined in Cornerstone's Parent/Student Handbook

### **Change of Service**

A Change of Service request form must be submitted to the office for vacation requests, schedule changes, and withdrawals *two weeks* prior to the schedule change.

### **Vacation Credits**

Each family in our full day program is eligible for up to ten days of vacation credit. Vacation credits are based on the following schedule:

- If your child attends 5 full days then you will receive 10 days of vacation credit.
- If your child attends 4 full days then you will receive 8 days of vacation credit.
- If your child attends 3 full days then you will receive 6 days of vacation credit.
- If your child attends 2 full days then you will receive 4 days of vacation credit.

Vacation credits can only be used for the time specified on a Change of Service form. Credits may not be used on prior days missed for any reason. Credit will only be given for days that your child would normally attend unless that day falls on a scheduled closed day.

Vacation credits **become available in November** and can be used through August the following year. Credits do not roll over into the next school year and will be lost if they are not used. Vacation credits will be prorated for those enrolling after September. A child must be enrolled for a minimum of 90 days, consecutively, to be eligible for vacation credit.

Vacation credit is applied to the following month's statement, after the vacation has taken place. Your child must be enrolled in our program during the month the vacation credit is applied. Vacation credits cannot be "cashed out" and *will not* be issued on accounts that are past due.

### **Attendance Policies**

Children are more successful when school routines have been established and their day becomes predictable. For this reason, we encourage regular attendance for the benefit of the child. Children who miss several days or do not have a drop-off routine *may* have a difficult time adjusting to preschool and being separated from their parents.

There will be no discounts given for absent days unless a parent has requested a vacation credit on the Service Change Form two weeks prior to the absence. Families will be charged on scheduled days even if the child does not attend. Charges are based on the program for which your child is enrolled.

### **Additional Days**

Additional days may be provided as space allows; however, your account must be current for your child to attend extra non-scheduled days. Any request for an additional day, which is a day outside of your child's regularly scheduled days, must be approved through the Early Education office prior to the day requested.

Cornerstone Christian ECE does not accept drop-in students.

### **Meals**

Should your child have a food allergy that would prevent them from eating the regular meals at our center, we will make any substitutions prescribed by the doctor at no extra charge. In order to serve your child a substitute from our menu your child's doctor will need to verify in written form the food allergy and the reactions to the allergen. We will provide your doctor with an allergy or food intolerance form to fill out and return. This will allow us to follow the doctor's medical plan in case of ingestion. We will also ask the parent to fill out an Individual Health Plan if their child has food allergies, intolerances, or sensitivities.

Occasionally, if a child's allergies are severe enough to require an Epi-Pen, the Director may request the parents to provide their child's meals due to the risk of cross-contamination of food allergens. This shall be decided once all allergy documentation has been received and reviewed by the Director.

### **Food from Home and Classroom Celebrations**

Due to allergies and in accordance with the Washington Administrative Code, we do not allow food that has been prepared at home into the classrooms to be shared amongst the class. Any food brought into the classroom must be store bought and include the list of ingredients on the package. Store purchased fruits and vegetables must be uncut. Since you have the option of bringing food from home for your child's lunch or to supplement our meal/snacks, we ask that you **do not bring any nut products into our facility**. For some children certain ingredients can be fatal.

If a parent chooses to provide their child with snacks or lunch from home, the food must comply with the USDA Child and Adult Care Food Program requirements. Cornerstone will supplement a child's snacks and lunch if their food from home does not meet the requirements.

Celebrations such as birthdays, Christmas and Thanksgiving parties are allowed and encouraged in every classroom. It is very important to communicate with your child's teacher about celebration times and what type of treats work best for the whole class.

If your child has allergies to ingredients usually found in snack or treat foods, we ask that you provide your child's teacher with a treat substitute to have on hand throughout the year.

### **Special Events /Activities**

Cornerstone will often incorporate special events, field trips or activities during the school day. If an event falls on a day when your child is not scheduled to be in school, parents have two options if they wish for their child to participate:

- Parents can opt to add an additional day if the classroom has availability, the additional day would then be reflected on the following months billing statement. Please do not assume there is space for your child until you have requested an additional day through the Early Education office.
- Parents are always welcome to attend any of Cornerstone's events. If you choose to bring your child, then we ask that you sign in as a visitor and maintain supervision and responsibility for your child throughout the event.

### **Pictures**

Individual and class pictures will be taken at least once a year. Parents will be provided with advance notice of picture dates, times, and pricing. Parents are not obligated to purchase any photos.

Teachers will often take pictures of children while they are engaged in different activities inside and outside of the classroom. These pictures may be used in the classroom for decoration or for the child's art project.

### **What Your Child Needs to Bring**

- Large backpack (big enough to hold coat and full change of clothes each day)
- Weather appropriate outerwear (warm coat, gloves, raincoat, boots, etc.)
- A full change of clothes
- Crib size sheet and small blanket (if your child stays the full day)
- Infant sleep sack to be used in place of a blanket to prevent SIDS.

For sanitary purposes, all bedding needs to fit in a **closed**, zipped backpack. All bedding will be sent home weekly to be laundered.

***Please label all of your child's clothing and personal items with their first and last name prior to bringing them to school.***

### **Rest Time**

State regulations require that children be provided a rest time while in a full day program. Our rest time is every day from 12:30 to 2:30 PM for all ages and classes. We offer a Quiet Room

alternative for those four and five-year olds who no longer require a nap; space is limited to 17 children. Children attending the Quiet Room will still need to bring a sheet and small blanket for a thirty-minute quiet time on their mats. After resting, children are encouraged to participate in calm activities until nap time is over.

### **Personal Hygiene**

To promote good health practices and limit illness, children will wash their hands:

- Upon entering the classroom in the morning
- Before and after meals
- After outside play
- After toileting and other appropriate times.

Children sent home with active lice or nits *will not* be readmitted to school until they are free from nits. A staff member trained to identify lice and nits must examine the child's head prior to admittance.

### **Dress Code**

Cornerstone Christian Early Education adheres to a dress code policy that emphasizes modesty and safety. As you dress your child for school, please remember that children may become messy or dirty during play. Children are active learners and require mobile physical activity; therefore, please dress them in comfortable play clothes. Children should be dressed appropriately for active outdoor play in all weather.

Children may wear sandals that are close-toed and have an ankle strap.

For modesty purposes, children should wear shorts or tights underneath skirts or dresses. Please do not send your child to school wearing:

- High heel shoes
- Shirts with spaghetti straps
- Heeley's or any other shoes with built in skates
- Open-toed shoes
- Clothing with inappropriate quotes or pictures, *this includes skulls.*

### **Toys from Home**

Please do not send your child to school with a toy from home unless it is your child's scheduled Show-and-Tell day. All toys brought for Show-and-Tell are required to stay in the child's backpack until the appropriate time so that it will not get lost or wind up in the wrong backpack.

### **What Needs to Stay at Home**

Radios, iPods, iPads and cell phones are not allowed to be used on campus unless it has been approved by Cornerstone administration. If a child brings any of these items to school, they may store them in their backpack for the day. Cornerstone and Cornerstone employees will not be held responsible for lost or damaged items.

Cell phones that are used or ring during Extended Care will be confiscated and stored in the Early Education Office until the child's parent is able to retrieve it. If students need to call their parent(s), they may ask to use the phone in the Early Education office.

## **Lost and Found**

Clothing, backpacks, and other items left at Cornerstone will be placed on our Lost and Found coat rack located in the Early Education office. Lost and found items are held for approximately 15 days, after that, unclaimed items will be donated to a charitable organization. The Early Education staff looks through the lost and found coat rack on a weekly basis and items that are identified with names will be returned to the child's classroom. Cornerstone Christian Academy for Learning and Leadership is not responsible for lost or stolen items left unattended.

We encourage students and parents to place all personal items in their child's backpack. Please refrain from sending valuables to school with your child as we cannot guarantee the treatment of such items or their safe return.

## **Health and Safety**

### **Illness**

According to our Health Policy, any child with the following symptoms must be kept home from school:

- A fever of 100 degrees or higher in the last 24 hours
- Vomited two or more times in the past 24 hours
- Diarrhea – two or more watery stools in the past 24 hours
- Any unidentified or draining rashes
- Any eye discharge or Pink Eye
- If the child is too tired to participate in regular school activities
- If the child has abnormal nose or ear discharge
- If the child has lice, nits, pinworms, ringworm, or scabies
- If the child has continuous coughing spells

### **Injury Report**

Any injury a child may receive while at school or in the care of ECE is documented on an injury report. A copy of this report is provided for parents and includes the type of injury, how it occurred and the treatment or first aid provided.

A parent will be called if their child's injury is more than a minor bump or scrape, or if the injury is on the face or head. The administrative staff may recommend that an injured child be picked up by the parent within the hour of the onset of injury. The parent or authorized person picking the child up will be asked to sign an injury report which will state:

- How a child was injured
- What part of the body was injured
- Who witnessed it
- Time and place of injury

In the event of an emergency, medical personnel will be called to treat or transport a child to a hospital and parents or legal guardian will be called immediately. Parents or legal guardians will be responsible for any expense incurred to treat or transport their child. A copy of the child's enrollment form will be given to emergency personnel to supply them with emergency contact numbers and health insurance information.

### **Immunizations**

Washington State law requires a child to be vaccinated against or show proof of acquired immunity for vaccine-preventable diseases. All enrolled children must have current immunizations or a have

planned schedule to become current. Cornerstone will provide a form for parents to outline the immunization schedule, which needs to be signed and dated by the parent. All vaccinations will be recorded on a Washington State Certification of Immunization Status (CIS) Form. A child **may not** attend ECE until all forms are fully filled out, signed, and dated by the primary parent or guardian.

Washington State law requires that children and staff be vaccinated against Measles. A parent may choose an exemption for medical or religious purposes, but a licensed physician must sign the Immunization Exemption form.

If your child is exempt from one or more vaccinations, Washington State law requires that your child's doctor sign the Washington State Certification of Immunization (CIS) Exempt Form. Children **may not** attend Cornerstone until this form has been signed by a doctor.

If your child is exempt and there has been a reported case of a childhood illness that is preventable through immunizations, *your child will be excluded from school for twenty-one days* after the last reported case. If your child is excluded due to a preventable illness, there will be no tuition adjustment for their absence. As required by law, we will report the illness to the Health Department and notify them of your child's exemptions. Depending on the severity of the illness, a physician from the Health Department may contact parents or legal guardians of exempt children.

### **Emergency Preparedness/CPR First Aid**

Our Early Education staff is trained and maintain up-to-date cards in First Aid and CPR. Our staff is trained to handle emergencies that may arise due to an earthquake, fire or lockdown of the school. As a licensed program, Cornerstone participates in monthly fire drills and quarterly earthquake and lockdown drills. During the drills, children learn how to evacuate the building in a safe, orderly manner.

The Fire and Emergency Drill Record is maintained in the ECE office and posted in a visible area.

### **Records and Information Updates**

#### **Medication**

By law, Cornerstone Christian ECE is prohibited from dispensing any medication to a child without written consent from the child's parent or guardian including over-the-counter medications. All medications must come to the ECE office in the original container, with the original label including: the child's name, prescribing doctor, dosage, and the expiration date clearly visible. The Medication Authorization Form can be obtained in the ECE office.

Please note that over-the-counter medications that do not indicate proper dosage information on the container for your child's age will **not** be given without written authorization from your child's doctor. Refrigeration is available for medications that require such storage. Medication must be picked up when the child no longer requires it or has finished the prescribed amount. If medication is not picked up two days after the end date on the medication form, it will be disposed of. Parents are responsible for proper disposal of EPI-Pens. EPI-Pens left at Cornerstone for a period of two weeks beyond the expiration date or the student withdrawal date, will be assessed a \$25 disposal fee.

Homemade medications will not be accepted. Please refer the Medication Management Policy for additional information.



## **Allergies**

Please inform your child's teacher, verbally *and* in writing, of any allergies your child may have. This information is provided to our kitchen and teaching staff to ensure the care and safety of your child. It is our goal to meet the needs of all children who attend Cornerstone Christian ECE.

All ECE staff participate in yearly Epi-Pen usage training.

## **Inclement Weather & Emergency Closure Information**

It is the commitment of Cornerstone Christian ECE staff to be available for parents needing ECE services. If inclement weather occurs, you may check the internet or media to see if we are open.

On the internet, please go to [www.flashnews.net](http://www.flashnews.net) to check for closures. Flash news frequently updates closures up until the time school starts so please recheck the closures before coming to school.

The following television stations should also have school closures posted on their ticker: KATU 2, KOIN 6, KGW 8, and KPTV 12, and all stations based out of Portland. The ticker will read, "Private Schools-Southwest Washington", and then look for Cornerstone Christian Early Childhood Education and Extended Care.

## **Natural Emergency Information**

In the event of a natural disaster:

- Please do not call the school. We must have the lines open for emergency calls.
- Turn your radio to major stations on the AM dial. Information and directions will be given over the radio for general safety instructions. As soon as it is deemed safe to travel, proceed to the school. If you work on the other side of the river, please have a backup available to get your children in case of major bridge or freeway obstruction.
- When you arrive at the school, please do not block roadways with your car, and remember to maintain a calm and positive attitude in the presence of the children. Children will be released only to authorized persons who will provide their signature on the sign-out sheet.

In the event the building has been evacuated:

- We will have emergency personnel on site to direct you to the evacuation site.
- Children will be released only to authorized persons. Please notify the ECE office as soon as possible if you have a change of address or phone number. **In case of emergency we must have your current information.**

## **Conflict Resolution Policy**

The purpose of Cornerstone Christian ECE shall be to provide a creative, loving environment for children to grow spiritually, academically, socially, emotionally, and physically. This will be accomplished under the guidance and love of carefully chosen Christian teachers and administrators.

A central goal of this school is to develop into a loving community which will foster the spiritual and personal growth of all its participants through the love and truth of God as revealed in Scripture.

## **Matthew 18 Principle**

Even in a well-run school, questions and complaints may arise. It is important that these be handled courteously, promptly, and through the correct chain of authority. The following steps are an application of the Biblical injunction recorded in Matthew 18:15-20 for the resolution of a problem between believers:

1. The teacher and parent are to meet privately before anyone else is involved to seek the resolution with a spirit of reconciliation.
2. If unresolved at this level, the teacher and parent meet with a third party, the Early Education Director.
3. If still unresolved, all parties involved will meet with the Superintendent. If reconciliation still does not occur, the Superintendent will make a judgment and take the appropriate action.

We ask that parents agree to follow these Biblical steps for a positive resolution to problems and disagreements within the school community. Activities to be avoided at all costs include gossiping, rumors, and spreading slanderous reports. The good reputation of other persons and of the school is to be protected and promoted.

### **Discipline (From the Latin Disciple)**

The goal of Cornerstone Christian ECE is to disciple all children in a safe, loving, and nurturing environment. We believe in offering children safe choices and encouraging a child to experience the natural consequences of their choices in a safe environment. The staff of Cornerstone Academy for Learning and Leadership Early Education will guide children in a firm but loving manner, this will be accomplished with love, respect, and consistency. Discipline is not punishment, but a means to encourage self-control and responsibility and is nurturing and educational. Any form of corporal punishment by Cornerstone staff is strictly prohibited.

### **Child Abuse Reporting Laws and Policy**

Cornerstone Christian ECE is a licensed childcare facility and is required to stay in compliance with all state laws and regulations. Any Cornerstone Christian ECE employee is required by State Law and licensing standards to report to Child Protective Services any instance where there is a reason to suspect the occurrence of physical, sexual, or emotional child abuse, child neglect or exploitation.

### **Expulsion Policy**

Cornerstone may expel a child if they exhibit behavior that presents a serious safety concern for the child, other children or staff, and our program is not able to reduce or eliminate the safety concern through reasonable modifications.

### **Cornerstone Christian Early Education Staff Pre-Employment Screening**

Cornerstone Christian ECE puts their staff through a multi-level screening process. All staff experience an interview process, undergo personal/professional reference checks, and are screened with a Washington State Criminal Background Check. Additionally, all personnel are reviewed by DCYF for any past reported issues of child abuse or neglect.

### **Pesticide Policy**

Current law requires licensed childcare centers to provide notification of their pest control policies and methods upon request of parent/guardian and school employees, establish a system to notify parents/guardians and employees of planned pesticide use, and post signs where pesticides have been applied (Compliance Guide for the Use of Pesticides at Public Schools and Licensed Day-Care Centers, 2010).

Pesticide defined, but not limited to:

- a. Any substance or mixture of substances intended to prevent, destroy, control, repel, or mitigate any pest;

- b. Any substance or mixture of substances intended to be used as a plant regulator, defoliant, or desiccant;
- c. Any spray adjuvant, such as a wetting agent, spreading agent, deposit builder, adhesive, emulsifying agent, deflocculating agent, water modifier, or similar agent with or without toxic properties of its own intended to be used with any pesticide as an aid to the application of effect thereof, and sold in a package or container separate from that of the pesticide with which it is to be used. (RCW 17.21)

Cornerstone will provide written notification annually or upon enrollment to parents or guardians describing our pest control policies and methods. Parents or guardians will receive access to our Parent Handbook, either a physical or web-based copy at the time of enrollment. Our Parent Handbook contains our Pesticide Policy.

Parents or guardians will be notified at least forty-eight hours before a pesticide application. Notification will be emailed to all parents/guardians who provided an email address. Notification will also be posted in a prominent place in the ECE office. All pesticide application notifications shall include the heading, “Notice: Pesticide Application”. The notification will contain the following information:

- a. The product name of the pesticide to be applied;
- b. The intended date and time of application;
- c. The location to which the pesticide is to be applied;
- d. The pest to be controlled; and,
- e. The name and phone number of a contact person at the center.

Pesticide application will be made within forty-eight hours following the intended date and time stated in the Pesticide Application Notification. If the application process is delayed due to drift possibility or inclement weather, the notification process shall be repeated.

Cornerstone will also post signs at the location of each application site and at each primary point of entry to the center grounds. The posted sign will be left in place at least twenty-four hours following the pesticide application, or longer if a longer restricted period is stated on the label. The posted signs shall be a minimum of four inches by five inches and will contain the following information:

- a. This landscape has been recently sprayed or treated with pesticides by \_\_\_\_\_. For more information, please call Wendy Sparks at 360.256.9714.**

Pesticide application records, including an annual record summary shall be readily accessible to interested persons. These records will be maintained by Cornerstone.

### **Non-Discrimination Policy**

Cornerstone Christian ECE does not discriminate in employment practice or student enrollment based on the race, color, nationality, ethnic region, age, or disability. If a concern or disability exists, please discuss the circumstance with the Early Childhood Education Director.

### **Disclaimer**

A student’s enrollment at Cornerstone Christian ECE does not ensure or guarantee enrollment into Cornerstone Academy for Learning and Leadership’s elementary program. If the Early Childhood Education program determines a child is disruptive or not progressing adequately and after

individualized intervention and involvement of the parents, we reserve the right to discontinue services.